



**Investigator 1 (2 Vacancies)
Business and Professions Division
Olympia, Washington**

Compensation: Range 41 - \$2,547 - \$3,234/mo

Closing Date: June 23, 2006 (5:00 p.m.)

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Position Objectives & Responsibilities

These positions conduct in depth Technical Assistance visits for safety, health, sanitation and licensing requirements in accordance with the law relating to cosmetologists, barbers, manicurists and estheticians.

Responsibilities include:

- Independent researching and analysis of records;
- Development of case files by gathering and preserving documentary evidence that could be used in a court of administrative hearing;
- Review of case files with attorneys and/or assistant attorney generals;
- Providing prompt, accurate and courteous responses to customer inquiries orally and in writing regarding laws, rules, policies and procedures;
- Staying abreast of statutes, administrative codes, board policies and case law relating to cosmetology, barbering, manicuring and esthetics in order to accurately interpret and educate the general public and city/county officials of high professional standards;

WORKING CONDITIONS

Incumbents must be willing and able to do the following

- Travel throughout the State of Washington 80% of the time or more with occasional overnight travel
- Work with a diverse clientele
- Work with hostile clients
- Maintain confidentiality
- Tolerate exposure to salon/cosmetology chemicals and fumes

Required Experience -

- 2 Years experience in effectively identifying, collecting, organizing, and documenting data and information in ways that make the information most useful for subsequent assessment, analysis, investigation and discipline.
- 2 years experience in effectively expressing ideas and information through the spoken and written word, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- 2 Years experience in using specialized computer programs to review and retrieve data.
- 2 years experience in deal effectively and efficiently with a diverse clientele in responding to customer issues and concerns

Preferred Experience –

- Full range of investigative skills to include
 - planning and prioritizing alleged violations/investigations
 - researching and collecting information to be analyzed in investigation process
 - documenting circumstances and evidence
 - communicating and interviewing to discover facts, interpret laws, regulations, standards and present findings.
- Knowledge of and/or experience in the fields of cosmetology, barbering, manicuring and/or esthetics.

Compensation

This position is in general government service. Starting monthly compensation is \$2,547 - \$3,234/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-111G Inv1*. All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required and Preferred Experience outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office
Attn: 06-111G Inv1
Department of Licensing
PO Box 6007
Olympia, Washington 98507-6007

Persons disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.